



## **The Shasta Children and Families First Commission**

1518 Market Street, Redding, CA 96001

Ph: 530-229-8300 Fax: 530-229-8301

<http://ccfc.ca.gov/shasta>



### **ADVISORY COMMITTEE**

## **Adopted Meeting Minutes – November 12, 2002**

### **Attending Advisory Committee Members:**

Dolores Ellis

Barbara Lapp

Jenny Abbe Moyer

Jolene Thomas

Pam Tupper

### **Staff:**

Muffy Berryhill

Debbie Peel

### **Audience Members:**

D.D. Wilmot, SUHSD Cal-SAFE Program

### **1. Welcome/Introductions**

Muffy welcomed all in attendance. Committee members and audience members introduced themselves.

### **2. Public Comment**

Members of the audience were invited to comment on agenda items. D.D. Wilmot expressed interest in Special Opportunity funding.

### **3. Approval of October 8, 2002 Minutes**

The Advisory Committee expressed no questions concerning the October 8, 2002 minutes. Pam Tupper motioned to approve the minutes. The motion was seconded by Dolores. Four committee members voted in favor, 1 committee member abstained from the vote, and the minutes were officially approved.

### **4. Report: October 23, 2002 Commission Meeting**

Pam Tupper attended the October 23<sup>rd</sup> Commission meeting, representing the Advisory Committee at the table. Pam reported that the Commissioners are very supportive of the Advisory Committee's abilities and the committee's intent to offer credible services to the Commission. Muffy recapped the content of the meeting, including the first hour devoted to the annual public hearing.

### **5. Revised SCFFC Special Opportunity Funding**

Muffy informed the committee of the Commission's acceptance of the proposed Special Opportunity Funding restructure. A total of \$80,000 will be devoted to Special Opportunity Funding each year, offered in two \$40,000 rounds. Applicants may apply for one-time funding up to \$20,000 which will be used as start-up funding or assist with infrastructure development. Special Opportunity Funding is "frozen" until the first round is offered in spring 2003.

A *request for proposal* will be developed by SCFFC staff, adopting a new format utilizing current criteria/questions for applicants to respond to in their proposals.

The following Special Opportunities review process was defined by the committee in preparation for reviewing the first round of proposals.

#### *Special Opportunities Review Process*

- a. Staff reviews proposals and screens for appropriate projects.
- b. A review team is formed and reviews all proposals individually and as a group.
- c. The review team formulates recommended findings and reports them to staff.
- d. If the review team identifies questions for the applicant(s), staff will follow-up on the questions and communicate response to the review team members.
- e. The review team will offer a recommendation on each proposal to the Advisory Committee during the public Advisory Committee meeting at which applicant representatives may be present.

The following timeline was designed to support the spring round of funding:

Feb. 03 – RFP circulated

Apr. 03 – Proposal due

May 03 – Review and Advisory Committee recommendation (5/13/03)

- Commission decision (5/21/03)

June 03 – Contracts to support awards

Jul. 03 – Payment(s) issued

#### **6. Overview: First 5 Shasta Evaluation Process**

At the request of Pam Tupper, Muffy summarized the evaluation process that First 5 grantees are currently incorporating into their funding contract activities. The process is individualized based on the needs of each program and each evaluation design is based on the capacity of the grantee. Each step of the evaluation is intended to increase capacity as well as inform SCFFC about the funded program results. Pam suggested that grantee feedback be gathered about their experience and relationship with SCFFC. Muffy agreed this would be interesting to pursue.

First 5 Shasta has also been pursuing population-based data collection efforts that provide information about the children and families being served in Shasta County. Muffy advised that four significant reports have been completed and new data will soon be released. Reports include results from a Child Care Provider Survey, a Parent Telephone Survey, a Kindergarten Teacher Survey and an Indicators of Well Being data compilation. A limited quantity of these reports will be available in their entirety due to their size. First 5 intends to make the reports available on its web site, will develop FAQ sheets for very broad distribution that feature the highlights of each report, and will compile a State of the Child report that will include elements of each report.

#### **7. Update on Education & Outreach**

WOYC - First 5 Shasta has joined with the California Cascade Association for the Education of Young Children to convene a planning committee for the Week of the Young Child (WOYC). WOYC takes place April 6-12, 2003 and the committee is seeking a consultant to act as the event coordinator spearheading this effort. First 5 Shasta has agreed to budget \$4,500 to pay for the event coordinator's services – 200 hours @ \$20/hour, plus \$500 expense allowance for the duration of the project which is approximately December 02 through April 12, 03. Other organizations that will be approached to support WOYC with funding are the CCAEYC, Shasta Head Start, and the Shasta County Office of Education – Early Childhood Services.

Brain Development in the Early Years – This conference sponsored by First 5 Shasta with the California Child Care Initiative Project will take place November 16, 2002. Attendees will receive information and instruction about the 40 Developmental Assets and how an asset-based approach to caring for children impacts brain development. Registration has been successful and all 100 seats are taken, with other interested people on a waiting list.

**8. Planning: Review and Implementation of Equity Principles**

Muffy requested the committee members begin thinking about the equity principles discussed at previous meetings and preparing for a focused review.

**9. Next SCFFC Commission Meeting: December 4, 2002 – 3 to 5 PM.**

Jenny Abbe Moyer will represent the Advisory Committee at the December 4<sup>th</sup> Commission meeting.

**NEXT ADVISORY COMMITTEE MEETING: Tuesday, January 14, 2003 – 2 to 4 PM.**

Respectfully submitted by

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Deborah Peel, Program Coordinator